

- **Hillside Development Permits** (including Minor, Amendments and Extensions)

A Hillside Development Permit (HDP) is required when development is proposed on any slope that has a gradient of 15% or greater and a slope height of greater than 15 feet. Development means grading, erecting or construction on a hillside area. A single-family home need not obtain a Hillside Development Permit, provided that the development complies with the Hillside Development Ordinance and the Hillside Development and Design Guidelines. (See 21.95.040)

It is highly recommended that you, as an applicant: 1) review Chapter 21.95 and Chapter 11.06 of the Carlsbad Municipal Code (Hillside Ordinance, Excavation and Grading); and 2) discuss the Hillside Development with a Planner before submitting an application for a Hillside Development Permit. The Hillside Development Permit should be submitted concurrently with any permit or application for development of a hillside area.

Generally the steps involved in reviewing your Hillside Development Permit application are as follows:

1. A Hillside Development Permit application is submitted to the Planning Division at 1635 Faraday Avenue. The application must be submitted with and reference any other permit application for development of a hillside area, such as a tentative map, site development plan, etc.
2. A Planning Division counter person generally checks your application for completeness. If your application is incomplete, it cannot be accepted. If your application appears complete, it is accepted.
3. The Hillside Development Permit application is typically reviewed, processed, and approved concurrent with the first permit or application you may have with the City for that hillside area.
4. For approval of a Hillside Development Permit the following findings must be made:
 - a. That undevelopable areas of the project, pursuant to Section 21.53.230 of the Carlsbad Municipal Code, have been properly identified.
 - b. That the development is consistent with the Purpose and Intent provisions (Section 21.95.010) of the Hillside Ordinance to:
 - (1) Implement the goals and objectives of the Land Use and Open Space/Conservation Elements of the Carlsbad General Plan.
 - (2) Assure hillside conditions are properly identified and incorporated into the planning process.
 - (3) Preserve and/or enhance the aesthetic qualities of natural hillsides and manufactured slopes by designing projects which relate to the slope of the land, minimizing the amount of project grading, and incorporating contour grading into manufactured slopes which are located in highly visible public locations.
 - (4) Assure that the alteration of natural hillsides will be done in an environmentally sensitive manner whereby lagoons and riparian ecosystems will be protected from increased erosion and no substantial impacts to natural resource areas, wildlife habitats or native vegetation areas will occur.

- c. That hillside development complies with the Hillside Development and Design Standards (CMC 21.95.120) and substantially conforms to the intent of the concepts illustrated in the Hillside Development Guidelines Manual.
- d. That development is consistent with the provisions of Section 21.53.230 and 240 of the Carlsbad Municipal Code.

A proposed project requiring multiple applications must be submitted prior to 3:30 p.m. A proposed project requiring only one application must be submitted prior to 4:00 p.m.

The following materials shall be submitted for each application or for combined applications on a single project.

If you have any questions regarding application submittal requirements (i.e., clarification regarding a specific requirement or whether all requirements are necessary for your particular application) please call (760) 602-4610.

I. REQUIRED PLANS (All required plans shall be collated into complete sets, stapled together, then folded to 9" x 12" with lower right hand corner of plan visible.)

☐ **A. SLOPE ANALYSIS**

Required copies on 24" x 36" sheets:

Minor permits: Four (4) copies

Major permits: Seven (7) copies

Ten (10) copies of the site plan shall be submitted by the applicant upon request of the project planner when the project is scheduled for review by the Planning Commission or City Council.

Plans should include north arrow and scale (see Section 21.95.020 of Carlsbad's Municipal Code). The slope analysis should be the same scale as the site plan and grading plan.

<u>Acres</u>		<u>%</u>	
Identify slopes	(1)	0 to less than 15% slope	_____
	(2)	15% to less than 25% slope	_____
	(3)	25% to 40% slope	_____
	(4)	Slope greater than 40%	_____

Indicate the acreage of land in each slope category

TOTAL _____ 100%

$$\% \text{ Slope} = \frac{\text{Vertical Distance}}{\text{Horizontal Distance}} \times 100$$

(Distance between contour intervals)

☐ **B. SLOPE PROFILE(S)**

Required copies on 24" x 36" sheets:

Minor permits: Four (4) copies

Major permits: Seven (7) copies

Ten (10) copies of the site plan shall be submitted by the applicant upon request of the project planner when the project is scheduled for review by the Planning Commission or City Council.

Must include vertical and horizontal scale. A minimum of three (3) slope profiles (slope cross sections) shall be provided and indexed on the constraints map. See Section 21.95.110(b) of the Carlsbad Municipal Code for additional requirements.

☐ **C. Assurance of SLOPE ANALYSIS and SLOPE PROFILE accuracy. Both the slope analysis and slope profiles shall be stamped and signed by either a registered landscape architect, civil engineer or land surveyor indicating the datum, source and scale of topographic data**

used in the slope analysis and slope profiles, and attesting to the fact that the slope analysis and slope profiles have been accurately calculated and identified.

☐ D. PRELIMINARY LANDSCAPE PLAN

Required copies on 24" x 36" sheets:

Minor permits: Four (4) copies

Major permits: Seven (7) copies

Ten (10) copies of the site plan shall be submitted by the applicant upon request of the project planner when the project is scheduled for review by the Planning Commission or City Council.

The scale should be consistent with all other exhibits. Each landscape plan shall contain the following information:

1. Landscape zones per the City of Carlsbad Landscape Manual.
2. Typical plant species, quantity of each species, and their size for each planting zone in a legend. (Use symbols).
3. An estimate of the yearly amount of irrigation (supplemental) water required to maintain each zone.
4. Landscape maintenance responsibility (private or common) for all areas.
5. Percent of site used for landscaping.
6. Water Conservation Plan.
7. All applicable Fire Suppression Zones, as required by the City's Landscape Manual.

☐ E. Show with a SITE PLAN, GRADING PLAN, LANDSCAPE PLAN, AND BUILDING PLANS AND ELEVATIONS how development fulfills the following Hillside Development and Design Standards (21.95.120). Submit five (5) sets of each plan.

1. Coastal Zone Requirement (if applicable).
2. Manufactured slopes of greater than 40% gradient.
3. Contour grading.
4. Volume of grading – Volume of earth moved for cuts and fills shall be minimized. The larger volume of the total cut or total fill volumes divided by the total graded area in acres that is cut and filled shall equal the volume of hillside grading for the project. The relative acceptability of hillside grading volume shall be determined by the following:

Cubic Yards of Cut or Fill Grading per Acre of Cut and Fill Area (in Acres)	Relative Sensitivity of Hillside Grading Volume
0 - 7,999 Cubic yds./acre	Acceptable
8,000 - 10,000 Cubic yds./acre	Potentially acceptable
> 10,000 cubic yds./acre	Unacceptable

5. Slope height.
6. Screening manufactured slopes.
7. Slope edge building setbacks. For all buildings that are subject to this slope edge building setback, a profile of the 0.7 foot horizontal to 1.0 foot vertical diagonal plane shall be submitted.
8. Roadway design.
9. Hillside and hilltop architecture.
10. Hillside drainage.
11. Modifications to the development and design standards. If requesting a modification to the development and design standards pursuant to Section 21.95.140 provide the necessary findings and plans required by that section.
12. Show all Best Management Practices (BMPs) to be used to reduce storm water waste discharge during the "use" or existing development phase.

13. Provide documentation demonstrating compliance with City Council Policy 44 – Neighborhood Architectural Design Guidelines.

II. REQUIRED DOCUMENTS AND SUBMITTAL ITEMS

- ☐ A. A completed Land Use Review Application Form.
- ☐ B. Environmental Impact Assessment Form (Fee not required with initial submittal. Fee to be determined after review of project and environmental impact assessment form.).
- ☐ C. A completed "Disclosure Statement."
- ☐ D. A completed Project Description/Explanation sheet.
- ☐ E. Two (2) copies of a preliminary title report (current within the last six (6) months).
- ☐ F. If Hillside Development Permit is not accompanied by any other permit, also include the following information on slope analysis: location, slope and width of driveway, building setbacks, location of any retaining walls and drainage systems.
- ☐ G. Infill Residential Projects with two or more dwelling units that require a Hillside Development Permit and are bordered on a minimum of two sides (property lines) by existing single family residential development shall be required to:
 - 1. Post project notices on the project site pursuant to Planning Division Administrative Policy No. 37 (see [Planning Dept. Policy No. 37](#)). This requirement is not applicable to residential development applications that are already subject to the City's [Early Public Notice](#) requirements.
 - 2. Submit project photo-simulation exhibits to the Planning Division upon determination that the project application is complete. The photo-simulation exhibits should be scaled representations of the project, as viewed from adjacent streets and adjacent developed single-family residential properties.
- ☐ H. Biological resource, cultural resource, and/or other environmental documentation that is necessary to make an environmental determination (i.e. EIR, Negative Declaration or Exemption) and to determine compliance with the HMP.
- ☐ I. Signed "Hazardous Waste and Substances Statement" form.
- ☐ J. Two copies of preliminary soils/geologic report for all projects with cut or fill depths exceeding 5 feet.
- ☐ K. For projects larger than 1-acre, a Preliminary Hydrology Study including map and calculations to demonstrate capacity/sizing of proposed and existing storm drain infrastructure. Show before and after discharges to each included drainage basin. Depending upon the complexity of the project, a Preliminary Hydrology Study may be required on any project.
- ☐ L. Two copies of a completed and signed "[Storm Water Standards Questionnaire](#)." This form can be found on the City's website. (Distribute copy to Land Development Engineering).
- ☐ M. If, when completing the Storm Water Standards Questionnaire, the project is defined as a "**Priority Project**," submit a preliminary Storm Water Management Plan (SWMP) prepared in accordance with the City Standard Urban Storm Water Mitigation Plan (SUSMP) per the City of Carlsbad Land Development Engineering Standards.
- ☐ N. Early Public Notice Package.
- ☐ O. Property Owners List and Addressed Labels

NOTE: When the application is tentatively scheduled to be heard by the decision making body, the project planner will contact the applicant and advise him to submit the public hearing notice package including the **radius map, two sets of the property owners list and labels**. The applicant shall be required to sign a statement certifying that the information provided represents the latest equalized assessment rolls from the San Diego County Assessor's Office. The project will not go forward until this information is received.